



TOWN MANAGER

Memo

To: The Select Board
From: David Gardner, Acting Town Manager
Date: June 6, 2019
Re: Town Manager's Report

This report is for the period May 24th, 2019, through June 6th, 2019

1. General
 - Contracts:
 - Visiting Nurses Association FY20 Contract for \$20,060
 - Coastal Builders Change Order #1 for \$14,769.23
 - Outer Cape Health Clinic for \$2,000
 - Visiting Nurses Association Health Home Visit \$510
2. Meetings and/or Conferences
 - May 28th – Select Board Meeting
 - May 29th – Select Board Joint Meeting with the Town of Truro
3. Personnel Matters
 - Open Positions:
 - Seasonal Recreation Positions
 - Town Engineer
 - Police Matron
 - Police Records Clerk
 - Seasonal Public Pier Positions
 - Seasonal Parking Department Positions
 - Seasonal Fire Department Positions
 - Seasonal DPW Positions
 - Seasonal Police Officers and Summer Community Service Officers
 - On-Call Telecommunicators
4. Department Update

This bi-weekly update provides an update of recent town department activity. Key items are highlighted in bold.

Meetings and Items of Note

Absentee Voting: For those who are unable to vote on June 18th, absentee voting is now available. Registered voters may come by the Town Clerk's office during regular

business hours, Monday through Thursday 8am-5pm, Friday 8am-12pm. Absentee voting will be available until Monday, June 17th, at 12pm (*Town Clerk*).

Assistant Recreation Director: On May 20th, Caroline Thompson joined the Recreation Department as the new Assistant Recreation Director. Ms. Thompson has a wide variety of experience in child care, and is a recent graduate from Salem State with a bachelor's degree in Education. She brings more professionalism and creative approach to this department and will be a great fit going forward (*Recreation Department*).

CPR on the Lawn: On June 7th, from 12pm to 5pm, the Library will host Cape Cod Medical Reserve Corps of Barnstable County's Department of Health and Environment on the Library's front lawn to learn hands only CPR, a valuable life-saving tool that can be learned in just 2 minutes (*Library*).

Goal 1-Economic Development

Objective: Support and increase the year round population

New construction: New construction remains strong. A new home on Commercial Street will be breaking ground within the next few weeks, with other new homes in various stages of construction. As a reminder, pursuant to General Bylaw 13-2-21, Construction time: Exterior repairs and construction shall not take place until after 7 AM and closing time at 9 PM (*Community Development-Building Division*).

Objective: Promote policies that encourage the development of year round business, entrepreneurial opportunities and jobs while maintaining community character

Environmental Health: The Health Department is gearing up for a busy summer season. The Department has guided eleven (11) new, proposed, or transferring food service businesses through the plan review process. The Health Department has been conducting in-field inspections to determine compliance. If asked, any concerns can be addressed directly by the Health Department (*Community Development-Health Division*).

315-A-319 Commercial St. The Surf Club: May 27, 2019, marked the 2 year anniversary of the fire at the structure that housed Surf Club, Tatianna's and the Red Shack businesses. While the structure has been reconstructed for the purpose of preserving the Zoning non conformity, it remains shuttered while the owner collects the required information for FEMA compliance (*Community Development-Building Division*).

Objective: Support efforts to improve residential quality of life

Buildings & Grounds: The continued primary focus for the Building & Grounds Department over the next two weeks will be getting caught up on the mowing of the cemeteries and fields, repair and painting of several of the park benches, rotating out and/or painting the trash and recycling receptacles that are damaged, and completing the exterior trim repair and painting at the MPL restrooms. This will be in addition to regular scheduled maintenance (*Department of Public Works*).

LGBT Aging Session: The Council on Aging Director will attend the Massachusetts Commission on LGBT Aging Cape Cod Listening Session on June 11th. The

Commission is studying key areas including health, housing and social connections for LGBT older adults and their caregivers, and will make recommendations to improve access to benefits and services (*Council on Aging*).

CCRTA: The CCRTA and COAST (Councils on Aging Serving Together-the COA Directors regional organization) continue an active partnership in working to improve transportation services for older adults. We will discuss new initiatives and issues at our next bi-annual meeting in June (*Council on Aging*).

Boston Post Cane: A ceremony is being planned in June to bestow the Boston Post Cane upon Gladys Johnstone, recognizing her as the oldest registered voter in Provincetown. The ceremony will be on June 14th at the Veterans Memorial Community Center (*Council on Aging*).

Basketball Clinic: On June 3rd, 4th, & 5th the Recreation Department and Provincetown schools hosted a youth basketball clinic for ages 7 and older. Joe Farroba, head coach of the men's Bridgewater State university basketball, led the clinic. As a joint effort with the Provincetown schools and the Recreation department, the clinic was provided free of charge, and included transportation home after the clinic. These clinics were conducted immediately following the end of the school day, eliminating the need for parents transporting their children to and from the clinic (*Recreation Department*).

Census: The confirmation mailing was sent out on May 31st for those who did not respond to the 2019 Census. The street listing became available on June 3rd. If asked, additional information can be obtained at the Town Clerk's office (*Town Clerk*).

TV Series Update: Arrangements and logistics regarding the Starz TV production shoot were coordinated and solidified on May 30th. All efforts were taken to minimize the impact on the community while maintaining department revenue generation. The department will coordinate public messaging initiatives and address on a case by case basis any changes or new requests from the Starz production team (Parking Division- *Emergency Manager and Transportation Coordinator*).

Objective: Support efforts to improve the tourism economy to enhance the visitor experience

Seasonal Preparations: Prior to May 16th, on MacMillan Pier the boardwalks have been cleaned of debris and planks replaced, the dinghy dock extensions and kids swim platform are in place, the fishing fleet is getting gear in and the transportation facility was readied for the first Boston boats. Since May 16th, over 11,000 passengers have crossed the pier into Provincetown. Repairs to lighting systems are in progress or waiting parts. In the harbor, the no wake buoys have been installed, boats have been serviced, the courtesy float and pump out systems are open, and the shellfish nursery is being brought online (*Harbormaster*).

Bas Relief: The restoration of the Cyrus Dallin bronze tablet and structure phase is underway. Phase 2 will begin after Labor Day and will include re-aligning the sidewalks (due to encroachment issues), landscaping, and other site improvements such as benches, trash cans, and bike racks (*Housing and Economic Development Division*).

Goal 2- Housing

Objective: Increase Community Housing availability

The VFW and 26 Shank Painter Road: Planning and outreach for the first public forum, the community outreach for housing development, at the VFW site and the current police station will be on June 19th at 5:30 pm in Town Hall Auditorium with consultant team JM Goldson. We are encouraging everyone that has thoughts on what type of housing should happen at these sites to join the conversation. The Forum will provide some different options, including pros and cons, of different types of development. Outreach includes ads placed in the Banner, notices on Facebook, and flyers are being distributed. Follow-up public outreach forums are scheduled for September 17th and October 29th (*Housing and Economic Development Division*).

Harbor Hill: Two of the units in Building Five (5) are occupied, with a third held for the proposed contractor (NEI). The remaining three of the available six units are currently unoccupied. The Community Housing Specialist and Grant Administrator is working with applicants on the wait list to fill these housing units. The renovation contract with NEI is on hold pending the Special Town Meeting on June 24th (*Housing and Economic Development Division*).

Hensche Lane: Five applications were submitted for potential purchase of the deed – restricted home on Hensche Lane. Applications are under review for eligibility and a lottery will be scheduled (*Housing and Economic Development Division*).

Goal 3-Built and Natural Environment

Objective: Promote Policies and programs that protect and sustain the natural environment, and our community's way of life

Water Department: Water Department staff recently conducted a water systems update presentation to the Select Boards of Truro and Provincetown. The update reviewed recent initiatives by the department, pumping levels, water quality, and recent regional awards. The staff will be working in the coming weeks performing service connections and back flow inspections (*Department of Public Works*).

Objective: Promote efforts to improve our streetscapes and intersections for safety and convenience of pedestrians, bicycles, and vehicles

Highway Department: Road crews working on Commercial Street began final paving on Wednesday June 5th and anticipate that the road will be open by Saturday June 8th. All work is weather permitting. Work at the Bradford and Standish Street intersection was finalized on Wednesday, June 5th. Line painting continues to get delayed from the wet weather conditions, with centerline and fog lines crews to be scheduled (*Department of Public Works*).

Goal 4-Community Engagement and Communications

Objective: Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programming

Read & Watch with Pride: The Library is hosting one of the PBG's "Stonewall Stroll" placards that tell the story and document the impact of the Stonewall Riots. In addition, LGBTQ books and DVDs for the collection are on display (*Library*).

Art Installation: On June 13th, from 12pm-5pm, on the front lawn of the Library, the Independence House's installations, *The Clothesline Project* and *The Silent Witness National Initiative*, will be on display. These installations seek to bring awareness to those whose lives have been impacted by domestic and sexual violence (*Library*).

Goal 5-Emergency Planning and Management

Objective: Effectively prepare the community, through the use of emergency planning efforts and training

Cooperative Agencies: The Harbormaster office will assist the White Shark Conservancy and Division of Marine Fisheries with up to ten (10) tagging trips in Cape Cod Bay this season. Six (6) white shark receiver buoys have been delivered for the office to deploy through the week of June 3rd. This is double the number for our area from last year as the White Shark Conservancy and Division of Marine Fisheries (DMF) have expanded their efforts from the Backside to the Bayside. The Harbormaster office will continue to assist other DMF programs for shellfish and water quality testing. Training with Coast Guard Station Provincetown is ongoing (*Harbormaster*).

Objective: Ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage

Transportation Study: The Massachusetts Department of Transportation (MassDOT) has released the first draft of the Cape Cod Canal Transportation Study, and is accepting public comment on their website until June 20th. The Department is reviewing the study to assess infrastructure viability as regards potential response and evacuation efforts as it pertains to Provincetown (*Emergency Management and Transportation Coordinator*).

Massachusetts Emergency Management Agency (MEMA) Director: Earlier this year, MEMA hired a new Director, Samantha Phillips. On May 29th, Ms. Phillips addressed area Emergency Managers at the MEMA Region two (2) meeting in New Bedford. Ms. Phillips is quite familiar with the Outer Cape and has spent extensive time in the area. The department is pleased to establish a relationship with the new director, and looks forward to working with state agency leaders who understand the distinct and specific needs of our community (*Emergency Manager and Transportation Coordinator*).

Goal 6- Government, Operations, and Finance

Government and Operations

Objective: Pursue policies that foster community education on issues of public concern

Special Town Meeting: Arrangements have been made with the constable for posting of the Warrant. The constable posts the warrant in designated locations no later than 7 days prior to the meeting. The warrant is also available on the Town of Provincetown Website under the June 24th Special Town Meeting tab (*Town Clerk*).

Objective: Support organizational excellence

Touch Panels MIS is in the process of replacing the smart board in the Judge Welsh room with an interactive touch panel. This setup will eliminate the need for a projector and will offer versatility in terms of connectivity. Similar touch panels will be installed in the Town Manager's conference room, as well as the conference room in Community Development Department (*Management Information Systems Department*).

Fleet Replacements: MIS is busy replacing desktops and laptops as part of our lifecycle management strategy. A batch is done every spring and ensures that workstations are no more than three years old. We expect to have this project completed by late June 2019 (*Management Information Systems Department*).

Finance

Objective: Enforce strong financial policies and internal controls to improve transparency and to continue Provincetown on a secure and stable financial path

Open Gov: The Financial Transparency story now has a view of the general operating budget's expenditures to date. These stories are accessible to the public on the Town of Provincetown Website under the Financial Transparency Button (*Finance Department*).

Objective: Provide a full revenue and expenditure summary for each department within the operating budget

Year End Preparations: As FY2019 comes to a close, the finance team is working with department's to reconcile accounts, plan for encumbrances, consider borrowing needs and begin required state reporting (*Finance Department*).